



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

LABORATORY AIDE

Class No. 004325

■ CLASSIFICATION PURPOSE

To perform non-technical, manual, routine and repetitive tasks in a public health laboratory; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the series. All positions in this class are found in the Health and Human Services Agency (HHSA), Public Health Services. Under immediate supervision, Laboratory Aides are responsible for the collecting, cleaning and disposing of laboratory waste materials. Laboratory Aide differs from the next higher class, Laboratory Assistant, in that the latter is a paraprofessional class performing a wide variety of laboratory support work and is responsible for receiving and preparing specimens for study and preparing culture media.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Performs all work following laboratory safety practices.
2. Collects, decontaminates, and washes contaminated materials, or discards them according to directions from supervisor.
3. Prepares, wraps, washes, dries and sterilizes laboratory glassware, instruments, syringes, needles, and other materials used by the technical staff and distributes equipment and supplies throughout the laboratory as needed.
4. Operates autoclave, ovens, glassware washer, and other basic laboratory tools or equipment.
5. Fills, labels, and distributes media and reagent containers.
6. Alphabetizes and files reports.
7. Performs basic data entry using a computer.
8. Receives and distributes specimens and supplies.
9. Drives county vehicles to pick up clinical specimens, supplies and other items.
10. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Cleaning methods, techniques and practices.
- Basic arithmetic used in keeping records.
- Laboratory safety procedures.
- Alphabetical filing systems.
- County customer service objectives and strategies.

Skills and Abilities to:

- Read signs, labels, work schedules and instructions in English.
- Understand and be able to communicate well in English.

- Count, add and subtract numbers.
- Read thermometers and other gauges.
- Become qualified to operate laboratory equipment and computers.
- Become familiar with the technical laboratory terminology necessary to perform the duties.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is:

Graduation from high school with completed coursework in general science, biology or chemistry, with accompanying laboratory work. Typing skills are highly desirable.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent standing. Occasional: sitting, walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, climbing, kneeling, repetitive use of hands to manipulate glassware and collect bio-hazardous waste containers, clean Biological Safety Cabinet hoods and other laboratory areas, simple grasping, power grasping, reaching above and below shoulder level, lifting and carrying packages or containers, lifting up to 75 pounds and carrying up to 25 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Incumbents handle infectious materials, including sewage, blood, feces, urine, and specimens containing HIV and hepatitis viruses. Immunization is required to handle communicable disease materials (e.g. rabies, typhoid fever, polio, rubella, hepatitis B), blood, urine and stool specimens.

Incumbents may drive to pickup samples and deliver supplies; work with equipment and machinery such as autoclaves and boilers; may walk on uneven ground when taking trash to dumpsters; may be exposed to excessive noise, extremes in temperature, humidity, or wetness, and dust, gas, fumes or chemicals when working with autoclaves and dishwasher.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: January 21, 1960
Revised: January 12, 1999
Reviewed: Spring 2003
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